Role Profile – Sports Hub Site Assistant (Casual)

Job title:	Sports Hub Site Assistant (Casual
Location:	King George V Sports Hub, Blacon Avenue, Blacon, Chester CH1 5BD
Hours (per week):	Flexible
Contract type:	Casual
Salary:	National Living Wage
Responsible to:	Sports Hub Site Manager

Chester FC Community Trust is the charity partner of Chester Football Club. We use the power of sport and appeal of Chester FC to improve and enhance the lives of communities in Chester and Cheshire West, delivering sport, education, health and social inclusion projects and activities to people of all ages and abilities.

We are entering an exciting period with our move to King George V Sports Hub, a new £1.8m community sports facility developed in partnership with Cheshire West & Chester Council. We are now looking to recruit Site Assistants to support the operation of this facility.

Purpose

- Assist with the day-to-day operation of the 3G pitch and clubhouse, providing outstanding customer service

Responsibilities

- Ensure the site is well maintained to increase its longevity
- Take and manage customer bookings through our online booking platform
- Communicate with customers the most up to date requirements of bookings
- Work closely with colleagues to ensure the effective operation of the site
- Provide excellent customer service
- Contribute to building positive relationships with partners and users
- Be familiar and comply with Chester FC Community Trust health and safety regulations and to report and record incidents/accidents/hazards
- Work in a flexible way and undertake any other duties not specifically covered in the job description, when assigned by their line manager

Additional Information

- Appointment will be subject to an enhanced Disclosure and Barring Service (DBS) check and references
- This post will involve evening and weekend work

These are the key tasks as currently defined. It is expected that this job description will be regularly reviewed and may be amended from time to time, and by mutual agreement, to meet changing circumstances. Standards of competence for this post may be set at a future date.